



September 2022

Supplier Guide



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FARM STORE AND PURCHASE ORDERS

FARM STORE

Farm Store is our purchase to pay system which generates our purchase orders and processes our invoices.

PURCHASE ORDERS

When ordering goods or services our staff will provide a **Purchase Order (PO)** or **Purchase Reference (PR)** number. Please ensure you obtain this number before you provide any goods/services and quote it on your invoices to us.

The PO Document and/or Number can be:

- Emailed to you by Farm Store (see below)
- Provided to you in person; or
- Provided over the phone

The PR Number will be given to you in person or over the phone

SENDING PURCHASE ORDERS VIA EMAIL

These will be sent to your nominated email address which should be one that you check regularly. We hold one email address per supplier, so in some cases a supplier may need to forward a PO to the branch that will fulfil the order. Please note that our staff may include a note on the PO about delivery/collection e.g. a preference to pick it up from their local store. This should be communicated to the relevant branch or store.



HOW TO RECOGNISE A PO OR PR NUMBER

The PO number format we use is shown below. Please use the PO number exactly as it is provided. Do not add additional numbers or letters.

- Two-digit year number, three letter company code, 5-digit number, e.g. **22LFL12345** or **22LHL12345** or
- Four letter Code (ARFL) with 5 digit number e.g. **ARFL12345**.

The PR number format we use is shown below. Please use the PR number exactly as it is provided. Do not add additional numbers or letters.

- A 4-digit numerical code e.g. **1234**
- A 5-digit numerical code e.g. **12345**
- The letters ZZ or BB, then a 5-digit number e.g. **ZZ12345** or **BB12345**

From: landcorp.P2P@p2p.basware.com <landcorp.P2P@p2p.basware.com>
Sent: Wednesday, 12 May 2021 9:52 AM
To: Brent Harris <harrisb@landcorp.co.nz>
Subject: Purchase order 21LFL09849 from Landcorp Farming Limited - 12 May 2021 | Farm Store

Here is your Purchase Order 21LFL09849 from Landcorp Farming Limited. Please note:

- Questions about this purchase order should be raised with the creator (see purchase order for details).
- Please quote this order number on your invoice.
- Please email a PDF of your invoice to our email address (see purchase order for details). Do not send invoices to farms or our Wellington office.
- For further information on invoicing see our Supplier Guide (<https://pamu-au.s3.amazonaws.com/corporate/images/Farm-Store-Guide-Suppliers-180312-PAMU.pdf?mtime=20180314133635>).

Thank you!
The team at Landcorp Farming Limited

Above is an example of a PO email containing the PO number. It is sent by our partner Basware rather than Landcorp. The PO will be attached as a PDF document and include details of the item(s) required plus any additional notes e.g., information regarding the delivery location or if our staff will collect the items.



WHAT WILL THE PO LOOK LIKE?

PO EXAMPLES:

Purchase order number 22LFL00351 1/1

Supplier name St Just Services Ltd	Invoicing address Landcorp Farming Limited Wellington Email: farming@bscs.basware.com	Created by Artner P Baerbel artnerb@landcorp.co.nz
Creation time 10/01/2022 08:59:10		
Payment term name 20th of month following invoice Date		

Note: Dear Supplier, Please use this Purchasing Order Number for all invoices as a reference until 30.6.2022 Thanks Baerbel

Delivery address
Landcorp Wellington Office, 15 Allen Street, Wellington, , Email: enquiries@landcorp.co.nz, Tel: +64 4 381 4050,

Product code	Product name	Desired delivery date	Quantity
	St Just: Electrical Maintenance, Standing PO until 30.6.22	11/01/2022	2,500.00 EA

PURCHASE ORDER

Order No ARFL100157 **Order Date**
12/9/2022

Hawke's Bay, Taupo & Eastland
Toyota

Landcorp Central Farm Services
15 Allen Street
Wellington Wellington 6011
Tel:
ABN
NZBN
9429039618191

Deliver To: RD2 1627 State Highway 5
Reporoa Bay of Plenty 3083

Contact: Willy Morgan
Ref: nsm527 service

Qty	Part No	Item
1	TOYOTA	first service for Hilux

Qty Total: 1

Notes
Invoices are to be made out to Landcorp Farming Limited and emailed to farming@bscs.basware.com
Please use the full Purchase Order Number on your invoice eg ARFL1000XX

NOTES

1. Our team will select a desired delivery date for the item(s), which will appear on the PO. If you cannot meet this date, please contact the "Created by" person as soon as possible to inform them of any delay.



WHAT SHOULD MY INVOICE CONTAIN?

1. Please address your invoice to either Landcorp Farming Limited or Landcorp Holdings Limited as per the Invoicing address on the PO. Please do not address invoices to Pāmu or the farm you are supplying.
2. Please include our PO or PR number at the top (in the header) of your invoice, in the space allowed by your system for PO Numbers, Customer Reference or similar field. If for any reason you do not have the PO or PR number to hand when you raise your invoice, please tell us the name of the person that placed the order.
3. Please do not include charges relating to more than one PO on the same invoice. We require a separate invoice for each PO in order to process invoices efficiently.
4. If you are registered for GST the invoice must have the words Tax Invoice and include your GST number. See the [IRD website](#) for specific legal requirements.
5. Individual line items should be displayed without GST, and please include a sub-total of your charges excluding GST (if any).
6. Do Not include any Withholding Tax that may need to be deducted from the invoice. This is done automatically by our system (from your IR330C) and having a lower net amount on the invoice may result in your invoice being short paid.
7. Please include your bank account number on the invoice so that we can be sure we have your latest bank details.
8. Please raise your invoices as soon as the goods or services have been supplied. We have a weekly payment run and providing your invoices promptly will help to ensure they are paid on time.



WHERE SHOULD I SEND MY INVOICE?

Invoices should be emailed in PDF format (version 1.3 or higher) to one of the email addresses shown in the table below. These are displayed on the PO.

LANDCORP LEGAL ENTITY	INVOICE EMAIL ADDRESS
<ul style="list-style-type: none">Landcorp Farming Limited (LFL)	farming@bscs.basware.com
<ul style="list-style-type: none">Landcorp Holdings Limited (LHL)	holdings@bscs.basware.com

It is essential that each invoice individual (and any supporting documents/information) are contained in one PDF file. If you send multiple invoices in a PDF file we will only process the first invoice. You can however attach multiple PDF invoice files to one email provided email size does not exceed 10 MB. These email addresses are not monitored. Any correspondence you send will not be read. If you wish to contact us please refer to the contacts section below.

USING XERO OR MYOB?

The Xero and MYOB accounting systems can send emails to customers containing a hyperlink to an invoice file rather than a PDF invoice. Our system will not open the hyperlink for security reasons and your invoice will not be processed.



SENDING YOUR INVOICES ELECTRONICALLY

We support the New Zealand government's desire to streamline business processes and prefer to receive invoices electronically. The Xero and MYOB accounting systems along with many other popular accounting packages are able to issue electronic invoices in PEPPOL format which is the global standard adopted by the New Zealand government. Details can be found here <https://www.einvoicing.govt.nz/>

We have two NZBN numbers for receipt of PEPPOL invoices:

LANDCORP LEGAL ENTITY	NZBN NUMBER
• Landcorp <u>Farming</u> Limited (LFL)	9429039618191
• Landcorp <u>Holdings</u> Limited (LHL)	9429033233307

If you wish to send us PEPPOL invoices please notify us at accounts@landcorp.co.nz and we will be happy to assist in making sure that everything runs smoothly.



CONFIRMING WE HAVE RECEIVED YOUR INVOICE(S)

In response to each email we receive we will send a reply that contains:

- A list of PDF invoices that were processed successfully; and
- A list of PDF invoices that could not be processed. Please check and resend any corrected PDF invoice(s) as required.

NOTE: The reply will also notify you if:

- Your email did not contain any attachments; or
- The email size exceeds 10 MB.

If you do not receive an email reply, please contact Accounts Payable at: accounts@landcorp.co.nz

Hello roachen@landcorp.co.nz

Basware has accepted your business documents for processing.

The following documents will be processed:

20220520_033512_FARMING_EMAIL_202205200079137210.pdf (from original file: matt hayward expense claim.pdf)

BumId: e32113ad-f3bf-42ae-8316-88eb723e1d28

Best regards,
Basware

This is an automatic message from Basware Network. Please do not reply to this message.

If you have any questions regarding this service, please contact [Basware Support](#).

Basware provides open, secure, cloud-based purchase-to-pay and e-invoicing solutions to organizations of all sizes, resulting in greater efficiencies in procurement, accounts payable and accounts receivable. Today we connect millions of business users in 900,000 companies across over 100 countries. Find out how Basware boosts financial performance and profitability at www.basware.com.

SAMPLE of email reply for a successful invoice being sent in.



STATEMENTS

Statements should be sent to accounts@landcorp.co.nz

KEY CONTACTS AND PAYMENT TERMS

ORDERS

If you have a question regarding a PO that you have received please contact the “Created by” person directly.

Accounts Payable

If you have a question regarding invoice payment, please contact the Accounts team at accounts@landcorp.co.nz

Payment Terms

Our standard terms are 20th of the month following but if you follow the guidance in this document you are likely to be paid early.